

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE MEETING
MARCH 25, 2002**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, March 25, 2002, at 1:00 p.m., Eastern Standard Time (EST). Chairperson Dr. Frederic Siegelman of the Environmental Protection Agency led the meeting. The Agenda is shown in Attachment A. The List of Comments is shown in Attachment B. Action Items are shown in Attachment C. The List of Participants is shown in Attachment D. *The purpose of the meeting was to address items of importance identified in the Agenda.*

INTRODUCTION AND AGENDA REVIEW

Dr. Siegelman took attendance and announced that Ms. Nicole Weymouth and Mr. Michael Beard were guests to this teleconference. The agenda was then reviewed and Dr. Siegelman commenced the teleconference.

TOPICS OF DISCUSSION

Preparation for NELAC 8

Dr. Siegelman reminded the Committee of the April 1, 2002, deadline for submitting voting items for the NELAC 8 Conference. The ISO draft and Terms and Definitions are out for review by the Committee members.

Status of Performance Based Management System (PBMS) Document - Dr. Siegelman reported that the draft PBMS document would not be ready for NELAC 8. Therefore, the Committee determined that the Chapter 5 Agenda should include a discussion of the status of PBMS efforts.

Status of Microbiology - Ms. Marty Casstevens suggested and the committee agreed that there should be additional language put into Chapter 5, Section 5.11.3.a.2 that exempts the microbiology samples testing for residual chlorine because chlorine is to be tested at the time of sampling. Mr. Richard Scheibley will finalize his comments to the accrediting authorities. Mr. Joe Slayton suggested a compromise position. A question was raised as language that says "measured and recorded in the field" or "measured and recorded in the laboratory". Ms. Casstevens will draft language for further review and approval by this committee.

COMMENTS RECEIVED STATUS

The comments received by the Quality Systems committee shown in Attachment B were reviewed, discussed, and status given by the responsible lead committee member.

NEXT MEETING

The next teleconference is scheduled for April 15, 2002, at 1:00 p.m., EST.

ADJOURNMENT

There was no time available to discuss the entire list of comments and those remaining items will be discussed at the next scheduled teleconference. Dr. Siegelman adjourned the meeting.

**AGENDA
QUALITY SYSTEMS COMMITTEE MEETING
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1. Introduction and Agenda Review
2. Announcements
3. Topics of Discussion
4. Comments Status
5. Adjournment

**LIST OF COMMENTS
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1. New or reconditioned instruments.
2. Accrediting Authorities (AAs) recommendation on subcontracting.
3. Electronic signatures.
4. One standard calibration.
5. Electronic data and hard copy data.
6. PBMS subcommittee request for direction.
7. Culture media.
8. Quality Control Data in Final Report.
9. Editorial change: reference in 5.1.b to 1.9.2 should be to 1.8.2.
10. 5.11.1 Sample Tracking.
11. 5.9.4.2.2 Continuing Instrument Calibration Verification.
12. Testing Microbiology Samples for free chlorine.
13. Calibrating salinity, conductivity, temperature meters.
14. Sample Tracking.
15. Response to AIHA.
16. Blank Contamination.
17. Requirement for Continuing Calibration for analysis on day when initial Calibration is done.
18. Question from On-Site committee.
19. Relationship of EPA published methods to laboratory SOPs.
20. NELAC and other Asbestos Accrediting Authorities.
21. Data Integrity.
22. PBMS language.
23. Comments on ISO 17025 draft.
24. Comments on PBMS draft.
25. Tiered approach for PBMS.
26. Changes to ISO 17025 Document.
27. Quality Manual Detail.
28. Language change to proposed one standard calibration text.
29. Language change to proposed PBMS text.
30. Editorial changes to 5.4.3.3.3 and 5.5.4.7.2.
31. Comment on LCS.
32. Ideas on how to facilitate voting at Annual meeting.
33. Evaluation of MS/MSD and LCS.
34. Referral to Accreditation Process Committee on NELAC relationship to other Accrediting Bodies.
35. Sanitizing Funnels.

36. Terms and Definitions.
37. Uncertainty.
38. Small Labs.
39. Cross reference NELAC 2000 and 17025.
40. Client Notification.
41. Relationship of the NELAC standard to QAPPS, SAPS and WAPS.
42. PQL/RL EPA guidance and NELAC standard relationship.
43. Change to subcontracting text in proposed ISO 17025 Draft.

**ACTION ITEMS
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Item No.	Action	Date to be Completed
1	Contact Mr. Siders regarding NELAC 8 PBMS presentation (Siegelman)	ASAP
2	Redraft residual chlorine language and distribute to Quality Systems committee (Casstevens)	ASAP

**LIST OF PARTICIPANTS
QUALITY SYSTEMS COMMITTEE MEETING
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